



Manager's Report

For Council Meeting 5/08/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Comfort Suites	80 Prosperity Ave SE	Hotel
Information Technology Services	205 Snowden Ct SW	Retail – hardware
Johnston & Associates	1 Memorial Dr NW	Property Management
JPM Business Solutions Inc	808 Kenneth Pl SE	Computer Consulting
NEXT-LINK Communications	608 Brian Thomas Ct SE	Retail - phone
Red, Hot, and Blue	541 Ea Market St	Restaurant
Sales Consultants of Lo Co	750 Miller Dr SE	Recruitment
Security Zone LLC	5A Ft Evans Rd NE	Retail
SETARIME	5A Ft Evans Rd NE	Retail – phone
Smart Sharpe & Associates	4 Loudoun St SE	CPA firm
Solomon DC, Nadija	9H Catoctin Cr SW	Chiropractic
Trinity Designs	420 W Market St	Needlework Design
TSI Technology Solutions	4 Loudoun St SE	Consultant
VTRONICS	105 Shadwell Ter SE	Retail – software

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires	Position	Department
Douglas McNeeley	Airport Director	Airport
Stephen Morgart	Zoning Inspector	Planning and Zoning

Resignations	Position	Department
John Henry King	Asst Town Mgr for Econ Dev	Economic Development

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period April 16, 2001 –May 01, 2001**

- Airport Commerce Park
- Edwards Landing Phase 2B
- Stratford/Ryland Hope Parkway
- Georgetown Mews
- Loudoun Sport and Health
- Sycamore Hill Lot 361
- Loudoun County Courts (Pennington Lot)
- Potomac Crossing Section 10
- Honican Subdivision
- Airport North Area Development
- Leesburg Airpark Lot D
- Potomac Crossing Section 9
- Harvest Square Lot 5
- Sycamore Hill Lot 3
- Kincaid Forest Section B
- Loudoun County Courts
- Honician Development
- Potomac Crossing Section 10
- Airport North Area Development
- Potomac Station Section 7A, 8A, 8C
- Edwards Landing 2B

Plans reviewed during the period April 16, 2001-May 1, 2001

- Airport Commerce Park
- Leesburg Baptist Church
- Edwards Landing Battlefield Parkway Phase II
- Turner Wilson
- Potomac Station Mixed Use
- Edwards Landing Phase 4
- Leesburg Airpark Lot D
- Georgetown Mews
- Hampton Inn
- Meadow Glen
- Town of Leesburg Annexation
- Loudon Sport and Health Club
- Potomac Crossing Section 10

ZONING PERMITS ISSUED 01-453 - 01-523**NEW CONSTRUCTION RESIDENTIAL**

Tavistock Farms 5 SFA @ \$55,000
Potomac Crossing 3 SFD @ \$105,000
Potomac Station 7 SFD @ \$105,000
Beauregard Heights 2 SFD @ \$125,000
Kincaid Forest 3 SFD @ \$100,000

NEW CONSTRUCTION COMMERCIAL

850 Davis Avenue S.W.
545 East Market Street @ \$63,000
525-G East Market Street – Bellwood Commons
945 Edwards Ferry Rd. ATM – DMV \$3000,00

OCCUPANCY PERMITS RESIDENTIAL

Potomac Crossing 3 SFD
Tavistock Farms 1 SFA
Potomac Station 4 SFA 4 SFD
Stratford 3 SFA 4 SFD
Kincaid Forest 1 SFD
Drymill 1 SFD
Woodlea Manor 1 SFD
Stowers/ Evergreen Mills 2 SFD

OCCUPANCY PERMITS COMMERCIAL

Leegate 904 Trailview Blvd. Bldg.# 8, 9, 10, 11, 12,13,

UTILITIES**Water & Sewer Administration****Training:**

Louis Jarvis, Cross Connection Compliance Officer, held classes on April 17th & 18th for Cross Connection School.

Amy Wyks, Utilities Engineer, taught 4th graders at Evergreen Mill Elementary School and 6th graders (with LCSA) at Harper Park Middle School about Water Treatment Methods and Water Conservation & Consumption on 4/16, 4/19 & 4/23.

Aref Etemadi, Amy Wyks and Susan DeJong, in cooperation with the Loudoun County Sanitation Authority, managed a booth at the Leesburg Flower and Garden Festival, handing out literature and providing water conservation tips.

Water Supply Division

Training:

Joe Miller successfully obtained his class II water operators license.
Bill Hull successfully obtained his class IV water operator license.

Capital Projects Update

Water Treatment Plant Upgrade to 10 MGD

The contractor is performing the following major operations:

- Conducting mechanical and electrical operations
- Performing painting and special coating applications
- Control system equipment calibrations are in progress
- Final grading operations have begun

WTP Expansion Project Status

Dollar value complete 95% Time Elapsed 121%

The contractor continues to be approximately 120+/- days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being withheld at a value of \$1,000.00 per day.

The town has obtained the service of outside counsel (Katz & Stone) to assist in dealing with sensitive legal issues in an effort to avoid proceedings with Conewago, Enterprises, Inc.

Water Pollution Control Division

Odor & Corrosion Control Program

As the town has grown, its sanitary sewage collection system has been extended into areas that do not flow by gravity to the Water Pollution Control Facility (WPCF), and pumping stations have been constructed to serve these areas. More recently, pumping stations in series have been needed to transfer the wastewater

from the Big Springs watershed to the Cattail Branch watershed, and then to the WPCF located in the Tuscarora Creek watershed. The inherent delay in moving the wastewater this distance allows it to begin to decompose, and has created some localized odor and pipeline corrosion problems.

Options were investigated by the Utilities Department to address this problem with the focus on liquid phase prevention instead of vapor phase corrective measures. Selection criteria included community and employee safety, life cycle cost, regulatory requirements, and handling, delivery, and storage issues. After several pilot studies, compact industrial bleach systems were installed at the five small pumping stations for a capital cost of \$1000 each, and an estimated O&M cost of \$3000 per year per station (using contractor deliveries). An air injection system was installed at the large Cattail Branch Pumping Station at a capital cost of \$3000 and an estimated O&M cost of \$2000 per year. Chemical testing and odor monitoring throughout each sewer-shed indicates the problems are under control, and all future pumping stations will be designed with an appropriate odor and corrosion control system.

WAS Import Program

Discussions have been initiated with the other Loudoun County wastewater treatment systems to allow them to bring waste activated biosolids (WAS) to the WPCF for "Class A" level pathogen treatment on a reimbursement basis, as long as extra solids treatment capacity created by the BMU Project exists (approximately 3-5 years). Logistical issues have been reviewed and preliminary costs for this service have been estimated. Further discussions are scheduled prior to any formal agreements being recommended for approval by Council.

Utility Lines Division

Training

Ken Binder, Mike Noland and Alex Barrett were trained by Dave Tolski of Badger Meter on large meter testing.

PERSONNEL VACANCIES**TOWN OF LEESBURG**
Full-Time Positions being Recruited as of May 4, 2001

Department		Position Title	Date of Vacancy	Ad Placed	Apps Received	Prelim Interview	Final Interview	Offered	Rejected	Accepted
Executive	1	Management Intern	07/01/2001	✓	✓	✓	✓	✓		
Econ Development	1	Administrative Secretary	03/09/2001	✓	✓					
Eng & PW	1	Asst Bldgs Supt	01/24/2001	✓	✓					
	1	Engineer I - Spec Proj	01/24/2001	✓	✓					
	1	Engineer I - Traffic	01/24/2001	✓	✓					
	1	Construction Inspector	02/09/2001	✓	✓	✓	✓			
Planning & Zoning	1	Secretary	03/26/2001	✓	✓					
Utility Lines	1	Construction Inspector	01/24/2001	✓	✓					
GRAND TOTAL		8								

R. S. Noe